Focus Messenger

Sending Messages

1. Click **Messenger** at the bottom of the screen.

2. Recent chats display on the right side of the screen. Click the teacher's name to open the chat again.

	Recent Chats
	Fry
	Quevedo
Cagliardini	
Gagilarum	
-	
Hi, Ms. Gagliardini. Will the chess club	
her	
³ 🕸 Β Ι <u>U</u> S Ω 😡	
	@Teacher
	Teacher



3. To begin a new message, click the **Teachers** icon listed at the bottom of the Messenger (Recent Chats) screen. Then, click the applicable teacher for whom the message is to be sent.

4. Clicking on a teacher's name opens a new messaging screen. Type your message in the provided text box and press **Enter** to send the message.

Receiving Messages

1. New messages display on the **News** tab in the **Alerts** section of the main portal page. Click the message here to open Messenger. You can click the **Messenger** icon from any screen, which also alerts you to new messages indicated by the number of messages and the exclamation point.

*	Portal	k		:-+ C C	Coloral Announcements
0	School Information		str		School Announcements
2	My Information	15	Nev	vs	Events
٥.	Preferences	A Alerts			
	Calendar				
	Class Schedule	ľ	New Messenger Alerts .		
В	Class Requests	Fry Message			
A +	Grades				
*	Progression Plan				
盦	Grad Reqs	Owl High School - 0041			
~	Test History		Gra	des	News Planner Repo
~	Test History Report	FI	[1	FT2	11/07 - 01/31
0	Standard Grades	Pd	Course		
0	Absonsos	01	AP ENG COMPO		
0	Absences	02	CHEM 1 HON		
Ma	cooper (1) (A locout	03	SE	PANISH	2

2. Clicking the message alert opens the teacher's message in a new Messenger window. Here you can read new messages and reply. See <u>Sending Messages</u> for more information.

	Owl High School - 0041 🔻	Recent Chats Gagliardini	
el (Student) V	2019-2020 🗸		
		Fry	
	Badges Avail: 4 Spent: 0	Quevedo	
Robin Fry	▼x		
Emmatte Abel	Mar 27 9:55am		
Hi, Ms. Fry. Do paginated?	es the essay have to be		
Emmatte Abel	Mar 27 9:55am		
In what format	do you want it submitted?		
Fry	Mar 27 9:58am		
Hi, Emmatte. Y numbers in the normal.	es. Please include page header of your essay as		
Fry	Mar 27 9:58am		
And, please sub	bmit it as a word doc.		
®⊊ B <i>I</i>	<u>υ s</u> Ω Θ		
		Ø Teacher	